Training Proposal for:

First Software USA dba Oxford Institute of Technology

Agreement Number: ET19-0180

Panel Meeting of: July 27, 2018

ETP Regional Office: North Hollywood   **Analyst:** M. Webb

PROJECT PROFILE

Contract Attributes:	Retrainee SB<100 Priority Rate SET	Industry Sector(s):	Technology/IT Technology/Other Engineering
			Priority Industry: ☒ Yes ☐ No
Counties Served:	Los Angeles, Orange, Kern, Riverside, Ventura, San Bernardino	Repeat Contractor:	☒ Yes ☐ No
Union(s):	☐ Yes ☒ No		
Turnover Rate:		≤20%	
Managers/Supervisors: (% of total trainees)		≤20%	

FUNDING DETAIL

Program Costs	+	**Support Costs**	=	**Total ETP Funding**
$348,789		$24,113 8%		$372,902

In-Kind Contribution:	50% of Total ETP Funding Required	$186,451

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours Class / Lab	CBT	Average Cost per Trainee	Post-Retention Wage
1	Retrainee	Advanced Tech, Business Skills, Computer Skills, Cont. Imp.	220	8-200 Weighted Avg: 51	0	$1,254	$16.70
2	Retrainee Priority Rate SB<100	Advanced Tech, Business Skills, Computer Skills, Cont. Imp.	60	8-200 Weighted Avg: 51	0	$1,418	$16.70
3	Retrainee SET	Advanced Tech, Business Skills, Computer Skills, Cont. Imp.	5	8-200 Weighted Avg: 51	0	$1,254	$30.36
4	Retrainee SET Priority Rate	Advanced Tech, Business Skills, Computer Skills, Cont. Imp.	4	8-200 Weighted Avg: 51	0	$1,418	$22.77

Minimum Wage by County: Job Numbers 1-2: $17.54 per hour for Los Angeles County; $17.50 per hour for Orange County; and $16.70 per hour for Kern, Riverside, Ventura and San Bernardino Counties.

Job Number 3 (SET): $30.36 per hour for Statewide Average Wage.

Job Number 4 (SET/Priority Industry): $22.77 per hour for Statewide Average Wage.

Health Benefits: ☒ Yes ☐ No   This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: ☐ Yes ☐ No ☒ Maybe
Participating employers may use up to $2.50 per hour in health benefits to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Desktop Support Analyst/Engineer		30
Graphic Designer/Web Page Developer		20
Network Administrator/Analyst		20
Microsoft Office Administration/Help Desk Staff		90
Database Administrator/Analyst		10
System Administrator/Analyst		30
Software Developer/Business Analyst, Web Applications Staff		30

Cloud Solution Architect		10
Technical Project Lead (Project Manager/Supervisor)		34
Security Engineer/Specialist		15

INTRODUCTION

Founded in 1999 and located in Encino, First Software USA dba Oxford Institute of Technology (OIT) is a BPPE approved private training agency that specializes in Information Technology (IT). The training agency offers a wide variety of computer related and advanced technology courses. OIT serves a multitude of industries such as aerospace, insurance, computer services, media, software development and security. This will be the Company's third ETP Agreement, and the first in five years.

PROJECT DETAILS

California employers face competition from out-of-state and offshore sources. To remain competitive, employers seek training agencies such as OIT to provide training that will increase employee skill sets. To ensure OIT programs offer curriculum relevant to the participating employer, OIT staff has conducted employer assessments to determine employer needs and customize training plans that will improve worker skills and increase efficiencies.

Training will increase worker knowledge on new computer software programs, as well as ensure workers are up to date on new technologies. Computer Skills training will include content on Cisco networks, computer and web programming/applications, software analysis, multimedia graphic design, adobe, and windows server support and maintenance. Upon completion of training, trainees may apply and test for various Microsoft, Cisco, CompTIA and Project Management Institute certifications.

Training in Business Skills and Continuous Improvement will include curriculum topics on project management to teach workers lean techniques (six sigma) that can be implemented in the workplace to increase productivity and streamline processes.

Additional course topics include Cybersecurity and implementation of new infrastructure technologies. With the increase in internet availability and businesses continuing to migrate to cloud-based storage, breeches of personal and corporate data have unfortunately become a common event. Training provided will ensure IT staff has the skills to improve internal and external communications through computer learning.

Training Plan

Training for this project will take place Monday-Friday, four to eight hours per day at OIT or employer facilities.

Business Skills: Training will be offered to all occupations to improve workers organizational, problem solving, and communication skills. Trainees will also learn financial analysis and project management skills.

Computer Skills: Training will be offered to all occupations to increase staff knowledge and abilities to utilize computer software programs. These programs are used to design and implement new software programs and infrastructures within the workplace.

Continuous Improvement: Training will be offered to all occupations to improve project management and business processes for participating employers. Trainees will learn how to use new marketing strategies to increase sales, and implement quality measures.

Advanced Technology

Software Developers, Network/Database Administrators, and Engineers will participate in Advanced Technology training to increase employee skills in new networking technologies. Curriculum topics will include CompTIA, Cisco Networks, Database Developer Tools, and Network Routing and Switching. Advanced technology topics are taught by qualified instructors from OIT who have the knowledge and industry experience needed to provide training in this project. The trainer-to-trainee ratio for AT courses will not exceed 1:10, to allow in-depth coverage and personal attention from the instructor.

Marketing and Support Costs

OIT advertises its training programs through online avenues such as LinkedIn, Alignable, Facebook, and OIT's company website. Other marketing efforts include catalogs, brochures, fliers, blog posts, chambers of commerce, industry associations, county and regional development agencies, and job fairs. In addition, OIT maintains contact with Employers that have utilized OIT training programs in the past to continue providing services on an as needed basis.

Marketing for the training agency will be conducted throughout the term. Thus, OIT is requesting 8% in support costs to recruit additional Employers for training under this proposal.

Special Employment Training

Under SET (Job Numbers 3 and 4), the participating employer is not required to demonstrate out-of-state competition. Trainees must earn at least the statewide average hourly wages of $30.36 per hour in Job Number 3, and $22.77 per hour in Job Number 4 at the end of the retention period.

Training Coordinator

OIT utilizes onsite instructor-led teaching methods. OIT experience has shown that employers have a higher training success rate when provided onsite by an instructor. Materials are readily available from vendors such as Cisco, Microsoft, and CompTIA. Content is customized to meet the requirements of software updates and newly released versions of their programs. Curriculum is also revised to ensure curriculum topics meet learning objectives and demographics within the class.

Commitment to Training

Participating employers will continue to provide on-the-job training alongside OIT training. Training provided at employer locations will include job-specific and company-wide training. ETP funds will not displace the existing financial commitment to training.

➢ Training Infrastructure

OIT's Managing Director will oversee administration of this ETP Agreement. Two OIT associates have been assigned the role of administrating duties such as enrollment, scheduling training, collect and record attendance rosters, and perform data entry in ETP online systems. All training will be delivered by qualified instructors of OIT. All instructors have work experience in the IT industry, and have the expertise necessary to provide training under this Agreement.

Tuition Reimbursement

Students enrolled in the ETP-funded program will not be charged tuition, fees, or any other costs associated with training. The representation will be made a condition of the Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

Exhibit B: Menu Curriculum

Class/Lab Hours

8-200   Trainees may receive any of the following:

BUSINESS SKILLS
- Accounting Processes
- Business and Report Writing
- Business Problem Solving
- Business Processes
- Customer Service Skills
- Financial Analysis Skills
- Interpersonal Communication
- Marketing Strategies
- Negotiation Skills
- Organizational Skills
- Product Knowledge
- Project Management
- Sales Skills

COMPUTER SKILLS
- .NET Programming/Applications
- Adobe Software
- Advanced Desktop Applications
- Document Imaging Specialist
- Electronic Medical Records/Electronic Health Records
- HTML
- Illustrator
- Implementing and Supporting Windows
- In Design
- Information Technology Solutions
- Microsoft Access (Intermediate/Advanced)
- Microsoft Excel (Intermediate/Advanced)
- Microsoft Office (Intermediate/Advanced)
- Microsoft PowerPoint (Intermediate/Advanced)
- Microsoft SharePoint
- Microsoft Word (Intermediate/Advanced)
- Multimedia Graphics Design-Adobe/Web Page Development
- Photoshop
- Software Analysis, Design and Implementation
- Visual Basic
- Visual Studio
- Web Programming/Applications

ADVANCED TECHNOLOGY (Ratio 1:10)

- Amazon Web Service/Microsoft Azure
- Cisco Networking Specialist
- Cisco Networks
- Computer Network Administrator/A+, Network+
- Database Administrator/Oracle Specialist /MCSE SQL
- Database Developer Tools and Utilities
- Exchange
- Hacking
- Information System Technology
- IT Security Professional (CCNA/Security+/CISSP)
- Microsoft .Net   MCSD Solution Developer/C# And VB
- Microsoft Win Server
- Network Developer Tools and Utilities
- Network Specialist 11 CCNP/Wan Cisco
- Network Specialist 11 MCSE/MS Windows
- Network+
- Security Systems
- SQL Server
- VMware
- VMware/Cloud/SharePoint
- Windows Server Support and Maintenance

CONTINUOUS IMPROVEMENT

- IT Infrastructure Library
- Customer Service Skills
- Interpersonal Communication
- Marketing Strategies
- Organizational Skills
- Project Management
- Project Management and Business Processes
- Project Management Applications
- Six Sigma and Six Sigma Lean

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.

Participating Employers in Retrainee Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Bel Air Internet LLC

Address: 15301 Ventura Blvd., Building D, #250

City, State, Zip: Sherman Oaks, CA 91403

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 80

Total # of full-time company employees in California: 77

Company: Dyntek, Inc.

Address: 5241 California Avenue, #150

City, State, Zip: Irvine, CA 92617

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 200

Total # of full-time company employees in California: 50

Company: Ginisis Group, Inc.

Address: 400 Continental Blvd., Suite 6

City, State, Zip: El Segundo, CA 90245

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 14

Total # of full-time company employees worldwide: 16

Total # of full-time company employees in California: 16

Company: Logistics Technology Consulting Group

Address: 370 Crenshaw Blvd., Suite E206

City, State, Zip: Torrance, CA 90503

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 2

Total # of full-time company employees worldwide: 7

Total # of full-time company employees in California: 7

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Participating Employers in Retrainee Multiple Employer Contracts

PRINT OR TYPE IN ALPHABETICAL ORDER

Company: Multacom Corporation

Address: 16654 Soledad Canyon Road

City, State, Zip: Canyon Country, CA 91387

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 11

Total # of full-time company employees worldwide: 17

Total # of full-time company employees in California: 17

Company: Sit' n Sleep Corporation

Address: 14300 S Main Street

City, State, Zip: Gardena, CA 90248

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 25

Total # of full-time company employees worldwide: 192

Total # of full-time company employees in California: 192

Company: The Tech Consultants

Address: 21700 Oxnard Street, Suite 870

City, State, Zip: Woodland Hills, CA 91367

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 10

Total # of full-time company employees worldwide: 12

Total # of full-time company employees in California: 12

Company: Velocity Vehicle Group

Address: 2429 South Peck Road

City, State, Zip: Whittier, CA 90601

Collective Bargaining Agreement(s): N/A

Estimated # of employees to be retrained under this Agreement: 187

Total # of full-time company employees worldwide: 1,500

Total # of full-time company employees in California: 900